

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**MANPOWER STANDARD 23A1AR**

**28 AUGUST 2003**

***Manpower Standard***

**MAINTENANCE SQUADRON ORDERLY ROOM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Maintenance Squadron Orderly Room function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Maintenance Squadron Orderly Room. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

**1. STANDARD DATA.**

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation:  $Y=1$  (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS.** This work center requires constant manpower of one authorization. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

*Abbreviations and Acronyms*

**AF** - Air Force

**AFMS** - Air Force Manpower Standard

**AGE** - Aerospace Ground Equipment

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**FARM** - Functional Area Records Manager

**IMT** - Information Management Tool

**MEP** - Management Engineering Program

**MPA** - Military Personnel Authorization

**OI** - Operating Instruction

**POD** - Process Oriented Description

**TO** - Technical Order

**UMD** - Unit Manpower Document

**UTA** - Unit Training Assembly

*Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

**Man-Hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
MAINTENANCE SQUADRON ORDERLY ROOM**

**Table A2.1. Listing of Functional Processes.**

1.	MAINTENANCE ADMINISTRATION:
1.1.	MANAGES COMMUNICATION:
1.1.1.	PREPARES/MANAGES COMMUNICATION. Types correspondence, form, letter, message and report. Performs message and FAX review prior to release/transmission.
1.1.2.	PICKS UP AND DELIVERS INCOMING/OUTGOING COMMUNICATION.
1.1.3.	PROCESSES INCOMING/OUTGOING COMMUNICATION. Processes, reviews for required action, and distributes.
1.1.4.	INITIATES OR RECEIVES TELEPHONE CALL. Takes message or contacts personnel regarding call.
1.1.5.	ACKNOWLEDGES VISITOR. Directs or escorts visitor or contacts personnel.
1.1.6.	MAINTAINS UNIT ALERT ROSTER.
1.1.7.	MAINTAINS UNIT LOCATOR ROSTER.
1.1.8.	MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:
1.1.8.1.	ESTABLISHES AND/OR UPDATES FILE. Researches regulation, amends file plan, prepares control label and prepares new file folder. Reviews file for currency, updates file plan, and updates file control label, guide, and folder.
1.1.8.2.	FILES CORRESPONDENCE. Files correspondence, removes correspondence for reference, researches, and re-files correspondence.
1.1.8.3.	INSPECTS CORRESPONDENCE FILE/REVIEWS FOR DISPOSAL. Inspects unclassified correspondence file, separates active file from inactive, prepares material for transfer to staging area, and stores material for disposal. Disposes of material.
1.1.8.4.	SERVES AS FUNCTIONAL AREA RECORDS MANAGER (FARM). Serves as the point of contact and monitors the Records Management Program. Performs Staff Assistant Visits on accounts.
1.1.9.	MANAGES/MAINTAINS PUBLICATION:

1.1.9.1.	MAINTAINS PUBLICATION. Files new, updated or recurring publication. Posts and files supplement or change. Reviews publication for required action, distributes or brings to the attention of affected work area or commander.
1.1.9.2.	MAINTAINS TECHNICAL ORDER (TO) LIBRARY.
1.1.9.3.	MAINTAINS OPERATING INSTRUCTION (OI), CHECKLIST OR INSTRUCTION. Maintains locally developed publication.
1.1.9.4.	REQUISITIONS, RECEIVES, DISTRIBUTES, STOCKS, AND CONTROLS BLANK FORM.
1.2.	MANAGES ADMINISTRATIVE ORDER/AUTOMATED ORDER SYSTEM. Prepares, revokes, amends, reproduces, distributes, logs, and maintains various types of orders.
1.3.	MANAGES MANDAYS.
1.4.	ARRANGES TRAVEL AND BILLETING.
1.5.	OBTAINS EXPENDABLE OFFICE SUPPLYS.
1.6.	OPERATES OFFICE EQUIPMENT.
1.7.	PROVIDES REPROGRAPHICS SUPPORT.
1.8.	CONTROLS CLASSIFIED MATERIAL. Controls, inventories, safeguards, and destroys classified material. Monitors security program.
1.11.	PROCESSES ANNUAL TRAINING ORDERS. Prepares, processes, distributes, files annual training order, revocation or amendment.
1.12.	PROCESSES MILITARY PERSONNEL AUTHORIZATION (MPA) ORDERS. Prepares, processes, distributes, file annual training order, revocation or amendment.
2.	SPECIAL PLANNING OR SCHEDULING:
2.1.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).
2.2.	PREPARES FOR ANNUAL TOUR.
2.3.	PREPARES FOR MOBILITY PARTICIPATION.
3.	STAFF ASSISTANCE. Performs staff assistance visits to subordinate maintenance units.

10.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.
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## Attachment 3

## MANOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Maintenance Squadron Orderly Room	Information Management	3A0X1	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.